

Job Opportunity Bulletin: #03-061**Final Filing Date: December 23, 2003
or until filled.****Position:**

Regional Compliance Officer, HFC

Salary:

\$5862 - \$7125

Location:Facilities Development Division
Sacramento/Los Angeles Offices***FREEZE EXEMPTION APPROVED*****General Statement:**

The Regional Compliance Officer, Health Facilities Construction, supervises Compliance Officers, Fire and Life Safety Officers, and Program Technicians in an assigned geographical area. Counties of responsibility may include: Kern, San Bernardino, Riverside, San Diego, and Imperial.

Duties:

- Administer the hospital construction inspection program under the Hospital Seismic Safety Act of 1983.
- Responsible for the supervision, training, and orientation of staff.
- Manage programs related to the Compliance Unit as assigned by the Deputy Division Chief.
- Coordinate inspections. Review and meet with local jurisdictions and the OSHPD Review Section. Meet with the Office of the State Fire Marshal, Department of Health Services - Licensing & Certification, and other agencies.
- Research, investigate, report and resolve non-compliance of plans, specifications, codes, and other applicable regulations.
- Coordinate and supervise on-site review of plans and specifications, inspection of health facilities and approval to commence construction.
- Assist in developing and administering examinations for certification of Inspectors of Record.
- Represent OSHPD at various meetings to provide information on proposed and ongoing projects and OSHPD policy and procedures. Schedule, arrange, conduct and chair regional staff meetings.
- Conduct periodic visits with staff members located throughout the region.

Desirable Qualifications:

- Knowledge and understanding of personnel management and supervision in State service.
- Ability to direct, review and evaluate the work of others.
- Excellent written and oral communication skills.
- Working knowledge of WordPerfect and Microsoft Office.
- Ability to plan and monitor an operational budget.

Who May Apply:

Applications will be accepted from candidates currently eligible for lateral transfer or list appointment to this class. Applicants with list appointment should attach a copy of their notice of test results. Appointments are subject to SROA and State surplus policies. Only the most qualified candidates will be interviewed.

Interested parties should submit a standard State application form #678 and a resume to:

OSHPD - Facilities Development Division
Attention: Nikole Freeman (**Job Opp #03-061**)
1600 Ninth Street, Room 420
Sacramento, CA 95814

For further information contact Jim Stephenson (916) 324-9111.